

Administrative Order



Administrative Order No.: 7-42

Title: Ethics Awareness Programs

Ordered: 10/18/05

Effective: 10/28/05

AUTHORITY:

Sections 4.02 and 4.05(b) of the Miami-Dade County Home Rule Amendment and Charter.

POLICY:

It is a guiding principle of Miami-Dade County to provide a government that is "honest, ethical and fair to all." The purpose of this Administrative Order is to codify existing procedures relating to ethics awareness and training of County employees.

ETHICS TRAINING:

All newly-hired County employees reporting to the County Manager are required to participate in ethics awareness training within 30 days of employment. All existing County employees reporting to the County Manager are required to participate in ethics awareness refresher training no less than every five years.

The Employee Relations Department (ERD) shall work with the Commission on Ethics and Public Trust to develop and establish appropriate countywide ethics training standards and curricula. ERD shall coordinate and implement countywide ethics awareness programs for County employees subject to this Administrative Order.

Each County department and office is ultimately responsible for the scheduling and training of its respective employees. Each County department and office shall maintain accurate records relating to the ethics awareness training of its respective employees.

DEPARTMENTAL ETHICS OFFICERS:

The Employee Relations Department, in cooperation with the Commission on Ethics and Public Trust, shall coordinate the Miami-Dade Departmental Ethics Officer Program. Each Department Director shall annually appoint (or reappoint) at least one individual to serve as a Departmental Ethics Officer. Departments and offices may have more than one Departmental Ethics Officer.

The Departmental Ethics Officer is responsible for:

- a.) Acting as a departmental resource and liaison on ethics matters;

- b.) Disseminating ethics information to department staff;
- c.) Requesting Commission on Ethics and Public Trust opinions, as necessary and appropriate;
- d.) Assisting with the coordination and implementation of countywide ethics programs at the department level;
- e.) Maintaining accurate ethics training records for all employees within the department, including new hires; and,
- f.) Attending regular meetings of Departmental Ethics Officers.

Departmental Ethics Officer duties are ancillary to regular County job duties.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

George M. Burgess
County Manager